

~~CONFIDENTIAL~~
MANAGEMENT STAFF

Executive Registry

9-4844

25X9A2

The Management Staff consists of five organizational units with a total of [redacted] employees. A brief description of each unit's functions and the number of people assigned thereto are set forth below:

Employees

25X9A2

Office of the Chief - Provides over-all direction and supervision to subordinate units.

1. Organization and Methods Staff - Examines the organizational structure of all Agency components, their functions, methods, and procedures, with particular attention to personnel needs and staffing patterns. Also prepare special staff studies of problems connected with organization and functions, such as the Administrative Burden of Small Field Stations.
2. Business Machines Service Staff - Serve as technical advisors on the application and utilization of business machines and related equipment. This Staff is the Agency's contact point with the business machine industry, and is presently working very closely with the DD/P Machine Records Unit in determining requirements for new type machines in anticipation of occupancy of the new building.
3. Records Management Staff - Directs the Agency's records management program, including records disposition, storage of vital materials, record keeping systems, file standards, and reports management.
4. Suggestion Awards Staff - Established in compliance with the Government Employees' Incentive Awards Act for the purpose of improving Agency operations and extending recognition to employees. This Staff receives and processes all employee suggestions.
5. Regulations Control Staff - Assists in the development of proposed regulatory issuances, performs the necessary coordination of regulations, and supervises the distribution of all regulatory material.

TOTAL

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MEMORANDUM FOR THE DIRECTOR

In accordance with the request you made during our discussion in your office on Tuesday, there is attached a brief description of [REDACTED]'s Management Staff and its organizational setup and functions.

[REDACTED]

H. GATES LLOYD
Assistant Deputy Director
(Support)

(DATE) June 57

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FORM NO. 101 1 AUG 54 REPLACE FORM NO. 101 WHICH MAY BE USED. (47)

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